

PLACE
STAMP
HERE

Frederick E. Turnage Administrative Complex
Re: Builder's Express Program
331 S. Franklin Street
PO Box 1180
Rocky Mount, NC 27802-1180

For additional information regarding the Builder's Express Program:

Please contact the City of Rocky Mount's
Inspection Services:

Phone: 252-972-1350

Email: customerservice@rockymountnc.gov

Frederick E. Turnage Administrative Complex
331 S. Franklin Street
P.O. Box 1180
Rocky Mount, NC 27802-1180
utilities.rockymountnc.gov

Builder's Express Program



RMPU (1/2013)



Builder's Express Program

Rocky Mount Public Utilities recognizes that your time is valuable. Our Builder's Express Program makes it easier for you to process residential building permits and new utility service requests! Save time. No waiting in lines. One point of contact. Enroll today!

Quick and Easy Application

Simply complete the Builder's Express Program enrollment form included in this brochure or online at <http://www.rockymountnc.gov/planning/buildersexpress.html>. Return the completed form in-person to Inspections, located on the 2nd floor of the City Hall building, or by fax to 252-972-1590. Once your application is completed and returned, you will be enrolled in the Builder's Express Program and may begin submitting your building permits. It's that easy!

Using Builder's Express

Once you are set up as a Builder's Express builder in our system, you can simply complete the appropriate forms on our website at www.rockymountnc.gov/planning/permits.html. Be sure to indicate that you are enrolled in the Builder's Express Program. Your completed permit/service request forms can be sent electronically, returned in-person to Inspections or by fax to 252-972-1590. That's it! Once your forms are completed, we take care of setting up your utility accounts – no waiting in lines! You will have one point of contact with Inspections for a one-stop shopping experience. We invite all residential builders to participate in this program. Deposit requirements may apply based on the credit rating with the City of Rocky Mount. Enroll today to become a participating builder with the Builder's Express Program – your one-stop shop for services from the City of Rocky Mount!

Builder's Express Program Application

Date: _____

Name: _____

Business Name: _____

Mailing Address: _____

State License #: _____

Phone #: _____

Fax #: _____

Cell or other contact #: _____

Signature: _____

Please return the completed form to the City of Rocky Mount Inspection Services Division: by mail to 331 S. Franklin Street, Rocky Mount, NC 27804; in-person on the 2nd floor of the City Hall building; or by fax to (252) 972-1590.

Residential builders in good standing with the City of Rocky Mount are eligible for this program. Only properties within the Rocky Mount city limits are eligible for this program. Contact Inspections at (252) 972-1350 with questions.

